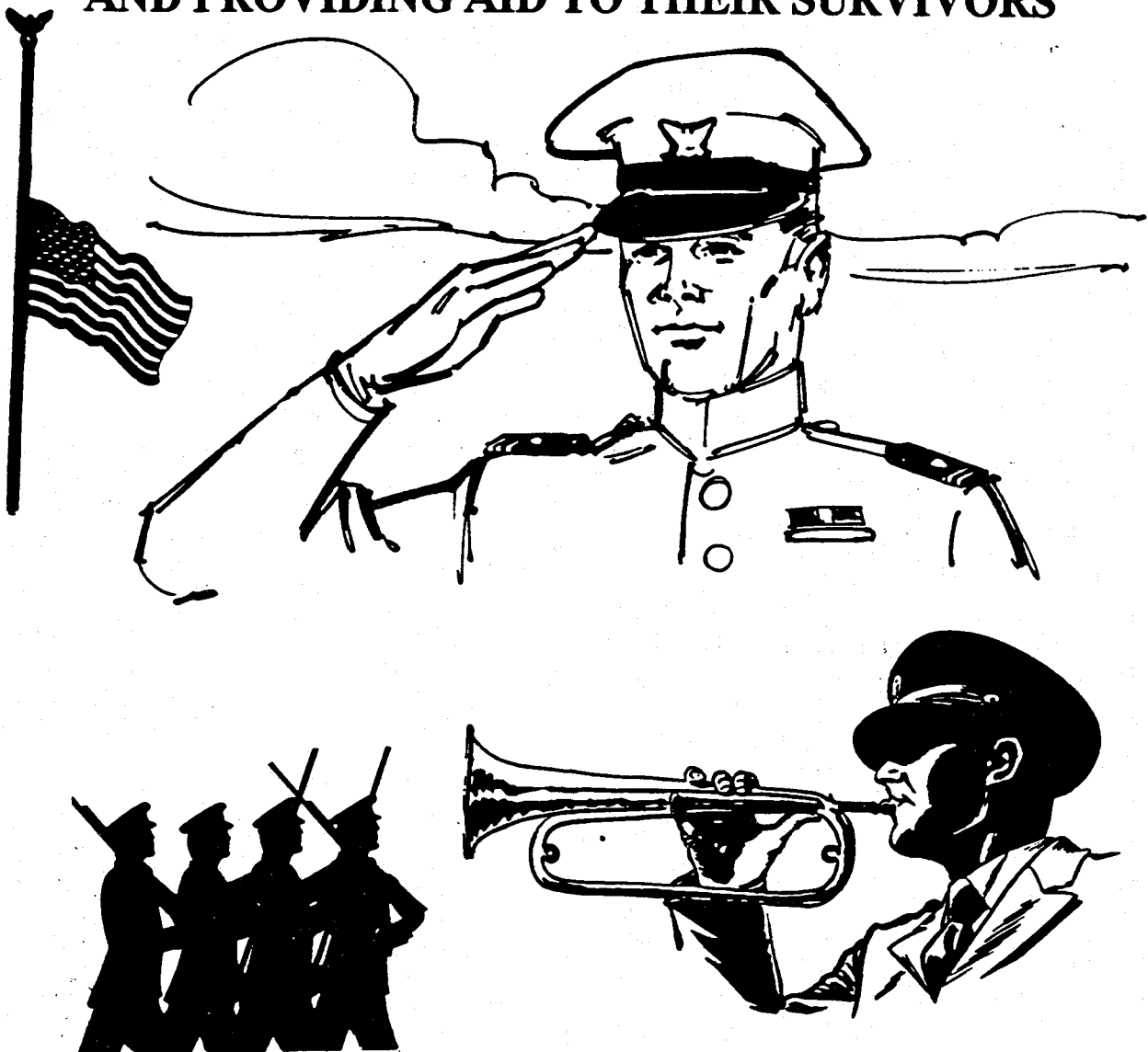




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# DECEDENT AFFAIRS GUIDE

A FINAL TRIBUTE TO OUR FALLEN COMRADES  
AND PROVIDING AID TO THEIR SURVIVORS



COMDTINST M1770.1C



COMDTINST M1770.1C

18 SEP 1991

COMMANDANT INSTRUCTION M1770.1C

Subj: Coast Guard Decedent Affairs Guide

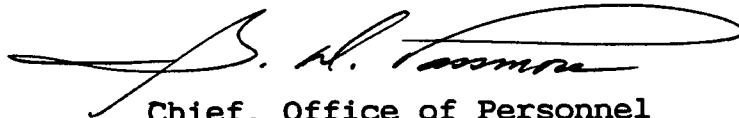
1. **PURPOSE.** This instruction outlines the procedures to be followed by all participants in the Casualty Assistance Calls Program, and is designed to aid the Casualty Assistance Calls Officer (CACO) in carrying out the responsibilities to the Next of Kin (NOK) in matters concerning the rights and benefits to which they may be entitled.
2. **DIRECTIVES AFFECTED.** COMDTINST M1770.1B, Decedent Affairs Guide, dated 6 January 1987 is cancelled.
3. **DISCUSSION.** This Guide has been designed as a one-time use publication. The Guide consists of one chapter and three enclosures; the CACO guidelines, the sample personnel casualty report, and tear-out information pages for NOK use. Sufficient quantities shall be maintained to allow a CACO to expend a copy without depleting all unit copies. Replacement copies are available as per procurement instructions contained in COMDTNOTE 5600 (Directives, Publications and Reports Index).
4. **APPLICABILITY.** The information contained in this publication is applicable throughout the Coast Guard. More detailed information concerning decedent affairs is contained in COMDTINST M1000.6 (series), Personnel Manual, Chapter 11 and 18, and COMDTINST M1080.7 (series), PMIS/JUMPS Manual, Chapter 3, Volume 1. Any member who may be assigned as a CACO shall utilize this publication as an aid in performance of duties in this highly sensitive assignment.

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5. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, and unit commanding officers shall insure compliance with the guidance contained herein.
6. **FORMS AVAILABILITY.** The forms Personal Effects and Inventory and Distribution, CG-3853, SN 7530-00-F01-5220, U/I SH; Record of Emergency Data, CG-4113, SN 7530-00-F01-5980, U/I 50 Sheets; and Dependency Application/Verification, CG-4170 are available from the Supply Center, Brooklyn; forms VA-21-530 and 40-1330 are available from your local Veterans Administration Office or HQ, G-PS-5; Form CG-5458, CACO Checkoff/Information Sheet may be locally reproduced.



Chief, Office of Personnel  
and Training

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Enclosure (3) - CACO Check-off/Information Sheet



## CHAPTER 1. CASUALTY ASSISTANCE CALLS OFFICER (CACO) GUIDE

- A. General. This publication discusses procedures to be followed in the case of death of an Active Duty, Reserve, or Retired Coast Guard member or a dependent thereof. Submission of all required information in initial death messages and follow-up communications greatly enhance the successful conclusion of each case. The importance of keeping the next of kin (NOK) appropriately informed cannot be overemphasized. Chapter 1 of this publication is for the immediate use of the Casualty Assistance Calls Officer (CACO). Enclosure (1) is a sample personnel casualty report, and enclosure (2) is an abstract of rights and benefits that will be given to the NOK by the CACO.
- B. Reporting. In accordance with Article 11-A-2, Personnel Manual, Commandant Instruction M1000.6, the responsible reporting officer will submit the casualty report within 4 hours after receipt of information of death.
1. Active Duty.
    - a. When death occurs to a member at or near the unit to which the person is assigned, the death shall be reported by message to the district commander of the district in which the NOK resides (see enclosure 1). Commandant (G-PS), the local district commander, the Fleet Home Town News Center, the appropriate Area and MLC commanders, the Pay and Personnel Center shall be information addressees.
    - b. When commanding officers learn of the death of a member who is away from the unit to which assigned, they shall immediately submit a message report to the district commander of the district in which the NOK resides. Commandant (G-PS), the local district commander, the member's district commander, the member's commanding officer, the appropriate Area and MLC commanders, the Fleet Home Town News Center, and the Pay and Personnel Center shall be information addressees (see enclosure (1)).
  2. Reserve. In the case of a reservist on inactive duty training (drills), the death report shall be made in accordance with the Reserve Administration and Training Manual, COMDTINST M1000.27.
  3. Retired. The commanding officer of any unit receiving information of the death of a retired member shall verify the facts and notify the Commandant (G-PS) and the Commanding Officer, Pay and Personnel Center, Topeka, KS in accordance with the guidelines set forth in Article 11-A-2(e), Personnel Manual.

4. Prior Service Personnel. The commanding officer of any unit receiving information of the death of a discharged person who dies within 120 days after separation shall verify the facts and notify the Commandant (G-PS) in accordance with the guidelines set forth in Article 11-A-2(e), Personnel Manual.
5. Dependent. The commanding officer of any unit receiving information of the death of a dependent of an Active Duty Member shall verify the facts and notify Commandant (G-PS) in accordance with the guidelines set forth in Article 11-A-2(e), Personnel Manual.
- C. Appointment of Casualty Assistance Calls Officer (CACO). Upon receipt of information that a member on active duty has died, the district commander in whose jurisdiction the NOK resides shall appoint a CACO. The CACO will normally be an officer or senior petty officer attached to a unit nearest the locale of the NOK's home. As the representative of the Coast Guard, the CACO shall contact the NOK by a personal visit and render such assistance as necessary until interment. Although the duties of a CACO are outlined in this instruction, it is also imperative that the CACO thoroughly review Chapter 11 and 18, Personnel Manual, and Chapter 3, Volume 1 of the PMIS/JUMPS Manual.
- D. Boards of Investigation. In every instance in which an active duty member dies as a result of injuries sustained under peculiar or doubtful circumstances, a factfinding body is convened in accordance with Administrative Investigations Manual, COMDTINST M5830.1, and its report is submitted to Commandant (G-LGL). The final determination of service connected entitlement for many survivor benefits are made by the Veterans Administration based on the report of investigation, the most expeditious action possible should be taken.
- E. Notification of Next of Kin (NOK).
  1. Unless prevented by unusual circumstances, notification of death of active duty personnel shall be accomplished by a personal visit from the CACO to the primary NOK and secondary NOK. In cases of married personnel, follow up by a written letter(s) of condolence to both spouse and secondary NOK. Prior to notification, the CACO should determine whether the Record of Emergency Data (Form CG-4113) contains any stipulations as to the state-of-health of NOK or other circumstances which might dictate that some other family member, friend, physician, or clergy should be present during the notification. The NOK should be advised of all available details concerning the death which the CACO deems appropriate. No reference shall be made concerning the line of duty or misconduct status, nor shall details be discussed which would aggravate the distress of

- E. 1. (cont'd) the NOK. The individual delegated to contact the NOK personally should first ascertain if the death was sudden and unexpected as should be the case if the member suffered a heart attack, auto accident, or resulted from a long illness. This information will prove helpful in evaluating the need for subsequent visits. At the initial meeting with NOK the rights, benefits, and privileges to which they may have entitlement shall be explained if the emotional state of the NOK is stable. If the NOK is too distressed to discuss these matters, schedule a return visit after several hours. Coast Guard condolences shall be offered. Beyond this, the NOK shall be counseled on funeral arrangements, furnishings of military honors (when requested), and the discontinuance of dependent's allotments and allowances.
2. Quite often the survivors go through a series of psychological stages following the death of a loved one. These stages are: DENIAL, HOSTILITY, NEGOTIATION or BARGAINING, DEPRESSION, and finally ACCEPTANCE. Initially, many people want to deny that death has occurred, especially if it was sudden or resulted from suicide. It is natural for denial to be followed by a feeling of hostility toward anyone or a number of persons including physicians, surgeons, the clergy, or even the Coast Guard. The survivors may show anger toward the person who has died for leaving them. Common also is a period of negotiation or bargaining. Those who are left behind ask what they might have done for the deceased while still living. Also they wonder if something they did hastened the death. Depression becomes likely at that point when the survivors realize that they must continue their life without the companionship and love of the person who has died. Finally, for most people, there is the acceptance of what happened as the survivors realize that their own good and that of their family requires them to control their grief and return to the mainstream of life. As result, the CACO may find it wise to limit the first visit to notification of death. Subsequent visits may be necessary to explain the rights and benefits. If a second visit is necessary an appointment should be made. Example: Approximately 4 to 5 hours after initial notification could be a good time for a revisit; if the notification was made at 1300 the CACO might suggest a return visit at 1700 or 1800 to discuss rights and benefits.

F. Rights and Benefits

1. Primary Funeral Expenses.

- a. Active Duty Members. Primary funeral expenses are authorized for the preparation and encasement of



1. a. (cont'd) remains at Government expense. Transportation of remains is authorized at Government expense and covers the cost to transport the remains from one city to another, either by hearse, rail, or air with no dollar limitation. Hearse hire for local transportation is authorized and is not chargeable under secondary funeral expense. The responsible officer shall endeavor to assume custody of the remains and utilize a Coast Guard or Government contract for the preparation and encasement. The NOK must be advised that in the event the Coast Guard takes custody of the remains, a standard Government 20 gauge steel casket, with 1/2 couch, will be utilized. This casket is very ample and attractive in appearance. Government custody in no way detracts from the wants and wishes of the family as to the services or arrangements, but merely relieves the family of the details of preparation and encasement.
- b. Government Contract. If the Coast Guard receives custody of the remains, responsible officers shall contact the district personnel officer, or if after hours, the Operations Center (OPC). They should request a listing of Coast Guard or Government contracts within the area of the death and arrange for the preparation and encasement of the remains. When there is no existing contracts, proposals from three undertakers will be obtained for the services required incident to preparation and encasement. It should be noted that most funeral directors have copies or access to Government contracts and specifications. BUMEDINST 5630.2 (series), a copy of which has been distributed to all district commanders and commanding officers of Headquarters' units contains Government specifications relative to preparation and encasement. (Also see 41 Code of Federal Regulations (CFR) subpara 12-50.4 - Procurement of Mortuary Services.) When multiple bids have been received and the lowest bid is in excess of Government contracts, expenditure of the amount equal to the lowest bid is authorized. If it is impracticable to secure more than one bid, a contract may be made with an available undertaker in an amount not to exceed Government contracts. If standard Government specifications cannot be obtained from the available undertaker, the district commander or commanding officer of Headquarters' unit may authorize acceptance of the services available at cost in excess of Government contracts. If a Government contract is utilized, the following check-off list is to be used by the CACO on inspection of the remains.

F.1.b. (1) Remains General Appearance.

- (a) Body presents a clean appearance.
- (b) Face shaven.
- (c) Moustache, if any, trimmed.
- (d) Protruding hairs trimmed from nose.
- (e) Fingernails trimmed and cleaned.
- (f) Eyes treated to prevent sunken lids.
- (g) Lower jaw properly secured so that mouth will not open.
- (h) Odors and their sources removed.
- (i) Remains appear well-preserved and adequately prepared.
- (j) Identification tags in proper place, if available.
- (k) Proper clothing on remains
- (l) Uniform clean, pressed, and well fitted with proper medals and awards attached.
- (m) Remains present an appearance of comfort and repose.
- (n) Remains in condition to permit viewing (if practical and desired).

(2) Inspection of Casket and Shipping Case.

- (a) Casket must conform with specifications. (See paragraph 1.F.1.a)
- (b) Appearance of interior and exterior of casket satisfactory.
- (c) Casket properly closed and sealed and properly marked if not to be opened.
- (d) Shipping case painted and unmarked.
- (e) Flag contained in shipping case and marked "Flag inside."

c. Private Arrangements. When relatives take charge of the remains and Coast Guard services are refused or if the relatives have already concluded arrangements with an undertaker, all parties shall be informed that reimbursement by the Coast Guard for preparation and encasement may be made by allowing that amount which these services would have cost if provided by a funeral director under Government contract. If such services were not available, reimbursement may be made in an amount equal to the cost but not to exceed \$1750.00.

d. Retired or Former Personnel. In most cases the Coast Guard can pay no part of the charges for preparing, encasing, and shipping the remains of retired or former service members. The exceptions are:

- F.1. d. (1) Former enlisted members who have been discharged while properly admitted to a medical facility of the Armed Forces located in the United States and who continue as patients in such hospitals to the date of death; or
- (2) Retired members hospitalized during periods of extended active duty, who continue as patients in a medical facility of the Armed Forces located in the United States to the date of their death. If a member dies while under the conditions described above, the procedures set forth in paragraph 1.F.1.a, will be followed as for members who die while on active duty.

2. Secondary Funeral and Burial Expenses.

- a. Active Duty Member. Secondary funeral expenses are authorized for but not limited to usual and customary services such as obituaries, undertaker's services, hearse hire, transportation for immediate family to cemetery, clergy services, cost of single grave, its opening and closing.
- (1) Private Cemetery. In addition to primary funeral expenses and transportation of remains at government expense, secondary expenses not to exceed \$3100.00 are authorized when interment is in a private cemetery.
- (2) National Cemetery. If the remains are consigned to a local funeral director prior to interment in a National Cemetery, an amount not to exceed \$2000.00 may be allowed. (Example, If the remains are to be shipped from Texas To Washington, DC for interment in Arlington National Cemetery, and the NOK desires that the remains be viewed in the Washington, DC area, an amount up to \$2000.00 may be paid to a funeral director in the Washington, DC area. This expense would cover picking up the remains at its place of entry in the area, funeral parlor arrangements, transportation to the National Cemetery, etc.) If the remains are shipped direct to a National Cemetery, secondary expenses not to exceed \$110.00 may be allowed for services not duplicating those furnished by the Government. Services such as grave site, opening and closing, and in some

- F. 2. a.(cont'd)locations, chaplain services are furnished at government expense. The secondary expense of \$110.00 may be utilized to pay for telephone calls, telegrams, floral tributes, obituary notices, etc.

When memorial services are held for members declared dead (body not recovered) an amount not to exceed \$1390.00 may be allowed.

- b. Retired, Inactive Reserve, Former Personnel or Dependents. NOK of deceased in these categories are not entitled to allowances under Secondary Funeral and Burial Expenses. Nevertheless, the Veteran's Administration makes an allowance of an amount not to exceed \$300.00 toward a retired veteran's burial expense when a deceased veteran:

- (1) Was in receipt of a pension (or would have been in receipt of compensation but not for the receipt of military retirement pay): or
- (2) Had an original or reopened claim for pension or compensation pending at time of death and has been found entitled to benefits from a date prior to date of death: or
- (3) Died while traveling under prior authorization or while properly hospitalized.

In addition to the foregoing, the NOK of a veteran eligible for burial allowance who is not buried in a National Cemetery is entitled to an amount not to exceed \$150.00 toward procurement of a plot or as an interment allowance. By contrast, veterans who die of a service-connected disability entitles their NOK to an allowance of a VA payment not to exceed \$1500.00 for burial and funeral expenses.

3. Cremation of Remains.

- a. Active duty. Arrangements for cremation of remains may be made by the Coast Guard only when specifically requested by the NOK, provided the total cost does not exceed the allowance of \$400.00. The cost of cremating remains, when incurred by the family, may be allowed as a proper expense within limits of either primary or secondary allowances.

- F.3. b. Retired or Former Personnel. The expenses authorized by the Veterans Administration as explained in para 1.F.2.b may be utilized in cremating remains.
4. Transportation of Dependents. Some family members are now authorized round-trip travel and transportation to attend burial ceremonies of the Coast Guard relative who dies while serving on active duty for a period of more than 30 consecutive days. The specifics of this entitlement are provided in Joint Travel Regulations, Volume 1, Chapter 7, Part K. Refer to enclosure (2) for additional information.
5. Escort - Active Duty Only. One escort may be provided to accompany the remains of a person who dies on active duty in the Coast Guard, while performing duty, or on authorized active duty travel. The escort may be a relative, a civilian friend of the deceased member, or a service member.
- a. Military Escort. If a member of the military, the escort shall be of the grade or rate commensurate with that of the deceased person when practicable, and should be a friend or associate of the deceased if possible. (See Article 11-B-7, Personnel Manual.)
- b. Civilian Escort. The NOK should be informed that if a civilian escort (family member or friend) is desired, a military escort shall not be assigned. The civilian escort shall be issued written authority by the unit concerned specifying entitlement to per diem allowance, transportation, and when applicable, a stop-over period not to exceed 3 days at the burial point. The escort, however, must stay with the remains until custody is assumed by the funeral director. If air transportation and escort is requested, the escort may travel on the same plane with the remains. If separate transportation is arranged, the flight of the escort should be arranged so that the remains may be met upon arrival at the airport.
6. Funeral Flags.
- a. Military Personnel Who Die While on Active Duty. District commanders and commanding officers of Headquarters units are authorized to issued the National Flag (U. S. National Ensign #8 Cotton) to accompany the remains of Coast Guard personnel who die while on active duty. A flag shall be included whether burial is in a private or National Cemetery. (See Article 11-B-6, Personnel Manual.)

6. b. Retired and Former Coast Guard Military Personnel. An American flag with which to drape the casket of retired and former Coast Guard personnel discharged under honorable conditions may be obtained from any county post office designated by the Veterans Administration. Reimbursement will not be made for flags privately purchased by relatives, friends, or other persons, nor will flags be issued to undertakers or any organization for replacements. (See Article 11-B-6, Personnel Manual).
- c. Presentation of Funeral Flags. In addition to the flag presented to the NOK, 10 U.S.C. 1482(a) provides for the presentation of an equal sized flag to the parents of a deceased service member who dies while on active duty if the NOK is other than the parent or parents. (See Article 11-B-6, Personnel Manual).
7. Burial at Sea. Environmental Protection Agency Regulation 229.1 provides a general permit to transport human remains from any location for the purpose of burial at sea and to bury such remains subject to the following conditions:
  - a. Human remains which are not cremated shall not be buried closer than 3 nautical miles from land and in water not less than 100 fathoms deep. All necessary measures shall be taken to ensure that remains sink to the bottom rapidly and permanently.
  - b. Cremated remains may be buried in or on waters without regard to depth limitations specified above, provided that such burial takes place no closer than 3 nautical miles from land.
  - c. Flowers and wreaths consisting of materials which are readily decomposable in the marine environment may be disposed of at the site at which disposal of the human remains is authorized. (Note: Decomposable materials exclude all plastics.) Requests to conduct burials at sea of the remains of service personnel or civilian shall be referred to the district commander in the area in which death occurred or burial is desired. District commanders may grant authority consistent with operational commitments and arrange for the burial directly with persons having charge of the remains. (See Article 11-B-20, Personnel Manual.)
8. Personal Effects. Commanding officers shall, upon the death of any military personnel under their command, cause all personal effects of the decedent including money to be inventoried and recorded on Personal Effects Inventory and Disposition (Form CG-3853). The form shall be duly attested

- F. 8. (cont'd) to and signed by members of the inventory board and by the officer who appointed the board. Personal effects will then be forwarded to the NOK. An inventory board shall be held in all cases of death except in those cases where the member occupies Government quarters or rental housing and the widow or widower requires no assistance.
9. Interment in National Cemeteries. Any member or former member of the Coast Guard whose last service terminated honorably by death, retirement, or discharge and dependents are eligible for burial in any National Cemetery in which a grave site is available. Burial in Arlington National Cemetery, however, is limited to the following:
- a. Any active duty member of the Armed Forces (except those members serving on active duty for training only).
  - b. Retired members of the Army, Navy, Air Force, Marine Corps, or Coast Guard, or a Reserve component who have served on active duty (other than training), are carried on an official retired list, and are entitled to receive retired pay stemming from service in the Armed Forces.
  - c. Any former member of the Armed Forces separated for physical disability prior to 1 October 1949 who has served on active duty (other than for training), and who would have been eligible for retirement under the provisions of 10 U.S.C. 1201 had that statute been in effect on the date of separation.
  - d. Any former member of the Armed forces whose last active duty (other than for training), military service terminated honorably and who has been awarded one of the following decorations:
    - (1) Medal of Honor.
    - (2) Distinguished Service Cross (Air Force or Navy Cross).
    - (3) Distinguished Service Medal.
    - (4) Silver Star.
    - (5) Purple Heart.
  - e. Persons who have held any of the following positions, provided their last period of active duty (other than for training) as a member of the Armed Forces terminated honorably.
    - (1) An elected official of the United States Government.
    - (2) Office of the Chief Justice or of an Associate Justice of the Supreme Court of the United States.

9. e. (3) An officer listed in 5 U.S.C. 5312 or 5313 (Cabinet).
- (4) The chief of a mission who was at any time during tenure classified in class I under the provisions of 411 of the Act of 13 August 1946, 60 Statute 1002, as amended (22 U.S.C. 866, 1964, edition).
- (5) The spouse, widow or widower, minor child and at the discretion of the Secretary of the Army, the unmarried adult child of any persons listed in para (1) through (4) above.

Arrangements for burial in National Cemeteries shall be made in accordance with Article 11-B-17 and 11-B-18, Personnel Manual.

10. Honors at Funerals. Whenever possible to comply with requests of individuals or veterans organizations for Coast Guard participation, a rifle squad of six enlisted members, plus a petty officer in charge, shall be provided for the funeral of any person who at any time served in the Armed Forces and whose last period of service terminated honorably. If feasible, a bugler shall also be furnished. There are practical limitations to the degree in which the Coast Guard can participate in funerals, but every effort should be made to provide Coast Guard representation. Complaints of ill treatment and offended feelings can frequently be avoided if the responsible commander will deal directly with the family and explain the limitations imposed by their resources. A demonstration of the commanding officer's personal concern for the NOK is in order and contributes greatly their comfort and the lasting impression of the Coast Guard. Where resources cannot be supplied from the activity assuming responsibilities for the escort and detail, district commanders may levy requirements on other Coast Guard Active and Reserve units under their command. For complete details, See Article 11-B-19, Personnel Manual.
11. Headstones and Private Monuments. A member or former member of the Coast Guard who is eligible for burial in a National Cemetery is also eligible for a headstone or marker for the grave in either a Government or non-Government cemetery. Headstones and markers will be furnished without application to mark graves in cemeteries under the jurisdiction of the Veterans Administration. An application for headstone (marker) in other cemeteries is accomplished by submitting VA Form 40-1330 to the Veterans Administration. For further details and information on private monuments in National Cemeteries, refer to Article 11-B-16, Personnel Manual.
12. Death Gratuity and General Benefits. Death gratuity is a sum equal to 6 month's pay of the deceased, including



12. (con'td) special incentive, hazardous, and basic duty pay, but not allowances. Regardless of the sum of monthly pay of the deceased, the sum payable shall not be less than \$800.00 nor more than \$3,000.00. Effective 2 August 1990, death gratuities are temporarily increased from \$3000.00 to \$6,000.00 for deaths resulting from injury or illness incurred during the Persian Gulf Conflict or during the 180 day period beginning at the end of the Persian Gulf Conflict. The death does not have to be in connection with Operation Desert Storm. Generally the member's death must have occurred while on active duty, active duty for training, or inactive duty training. However the gratuity is also payable if a service member or former service member dies of a service-connected cause within 120 days after discharge or release. The gratuity shall be paid to or for the survivor of the deceased in the following order:
- a. The lawful spouse.
  - b. Children (without regard to age or marital status).
  - c. Parents or brothers and sisters.

Where the service member has designated a beneficiary and is not survived by a spouse, child, or children, the payment will be made to the specific person designated by the member provided the designee falls within one of the classes of beneficiaries listed above. For complete details on death and general benefits, refer to the Table listed in Article 18-A-6, Personnel Manual, which indicates the many types of benefits, the administering agency, and their applicability to active duty, retired and discharged personnel, dependents and/or their survivors.

13. Disposition of Remains of Dependents of Military Personnel. If an eligible dependent of a member of the Coast Guard dies while the member is on active duty (other than training), the Coast Guard will defray the cost of transporting the remains of the eligible dependent to the place of burial. If an eligible dependent dies outside CONUS the law also authorizes the furnishing of mortuary services and supplies on a reimbursable basis. Since the Coast Guard does not have mortuary services available, mortuary services and supplies may be requested from available Army, Navy, Air Force, or Marine Corps activities. Charges for these mortuary services and supplies, including caskets, shall be collected from the NOK or interested person by the mortuary facility at the time of preparation, unless other arrangements are approved by the facility furnishing the services and supplies.
14. Transportation of Remains of Military Retirees Dying in Military Hospitals. When a military retired member dies while properly admitted to a medical facility of the Armed Forces located in the United States, the Coast Guard will defray the cost of transporting such member's remains, at

the request of the next of kin, to the place of burial. Transportation may not be to a place outside the United States or to a place further from the place of death than the decedent's permanent residence. Also the cost of transportation may not be greater than the cost for transportation from the place of death to the last permanent residence. The term "United States" includes the Commonwealth of Puerto Rico and the territories and possessions of the United States.

15. Transportation for Survivors of a Deceased Active Duty Members to Attend the Member's Burial Ceremony. Travel and per diem for the surviving dependents is authorized to attend the burial ceremonies of a deceased active duty member of the uniformed services. If there are no surviving dependents, then the deceased member's parents (including stepparents or parents by adoption) or any person, including former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age may be authorized to travel. In order for the survivors to be eligible to travel, the member (without regard to rank/grade) must have died while serving on active duty for a period of 30 days or more. The eligible survivors will be entitled to travel and transportation allowances for travel from the place of active duty or the place of residence to the burial site and return to the place of active duty or place of residence. (See Article 11-B-11, Personnel Manual.)
16. Quarters Allowance for Survivors.
  - a. Dependents of active duty members who die in the line of duty are entitled to payment of quarters allowance (BAQ) or continued occupancy of Government quarters for up to 90 days.
  - b. Dependents of a deceased member as defined in Title 37 U.S.C. 401 and approved for dependency on Dependency Application/Verification, (CG-4170) include a military spouse and dependent children of a former marriage. Quarters allowance will be paid in the following order:
    - (1) Current spouse (including a military spouse).
    - (2) If there is no current spouse, payment will be divided among eligible dependents. Quarters Allowance includes Basic Allowance for Quarters (BAQ) and Variable Housing Allowance (VHA) or Overseas Housing Allowance (OHA), as appropriate. (See PMIS/JUMPS Manual, Chapter 3, Volume 1).

- G. Death Certificate. The local, county, or state official whose jurisdiction death occurs is responsible for issuing a death certificate. The CACO shall assist the NOK in obtaining copies of the death certificate from appropriate authorities. The Coast Guard will only issue death certificates when a member is lost overboard and the body is not recovered. Address all such requests to the Commandant (G-K), who will issue all such death certificates.
- H. Commanding Officer's Letter to Next of Kin. Whenever possible within 48 hours of the death, the commanding officer will write a letter to the deceased member's spouse and parents or other appropriate persons explaining the circumstances of death. Sufficient facts should be furnished regarding the incident to satisfactorily answer all immediate questions in the mind of the NOK. Should unusual circumstances preclude compliance within 48 hours, the letter(s) shall be forwarded at the earliest practicable time. For complete details, refer to Article 11-A-8, Personnel Manual.
- I. Commandant's Letter to Next of Kin. Upon notification of the death of active duty members the Commandant (G-PS) and for retired members the Commanding Officer, Pay and Personnel Center, Topeka, KS will forward all necessary forms and information relative to benefits available to the NOK. Enclosure (2) is an abstract of Rights and Benefits and will be given to the NOK by the CACO.

THE SAMPLE MESSAGE BELOW IS USED WHEN THE DEATH OCCURS IN THE DISTRICT IN WHICH NOK RESIDES. IF NOK RESIDES IN ANOTHER DISTRICT, THE ACTION ADDRESSEES WOULD BE THE DISTRICTS IN WHICH THE NOK (PRIMARY AND SECONDARY) RESIDE AND THE DISTRICT IN WHICH THE MEMBER IS STATIONED WOULD BE THE INFORMATION ADDRESSEE. REFER TO EXHIBIT 3-2-1, PMIS/JUMPS MANUAL VOLUME I, COMDTINST M1080.7 (SERIES) FOR DETAILS OF EACH PARAGRAPH OF MESSAGE.

SAMPLE MESSAGE

PERSONNEL CASUALTY REPORT

FM: COGARD BASE GALVESTON TX  
TO: CCGDEIGHT NEW ORLEANS LA //A//  
INFO: COMDT COGARD WASHINGTON DC//G-PS//  
FLT HOME TOWN NEWS CENTER NORFOLK VA  
COMPACAREA COGARD ALAMEDA CA//PO//OPC//  
COMCOGARD MLC PAC ALAMEDA CA//PP//  
PAY AND PERSONNEL CENTER TOPEKA KS  
(ALSO-DISTRICT IN WHICH CASUALTY IS STATIONED  
IF DIFFERENT FROM ABOVE)

BT  
UNCLAS

SUBJ: PERSONNEL CASUALTY REPORT

- A. GRADE/RATE, NAME IN FULL, SSAN, BRANCH OF SERVICE.  
(FT2 JOHN MACK JONES, 000 00 0000, USCG.
- B. STATUS (ACTIVE DUTY, RETIRED, RESERVE, IDENTIFY SPONSOR WHEN PERSON IN PARAGRAPH IS A DEPENDENT OR RELATIVE).
- C. TYPE OF CASUALTY (DEATH, INJURY, OR ILLNESS).
- D. DATE, TIME PLACE CIRCUMSTANCES, CAUSE (1800 LOCAL, 20 FEB 86, GALVESTON TEXAS, PASSENGER IN AUTO ACCIDENT).
- E. LOCATION AND DISPOSITION OF INDIVIDUAL (REMAINS LOCATED AT SMITH FUNERAL HOME, GALVESTON OR GIVE NAME AND ADDRESS OF HOSPITAL IF ILL OR INJURED).
- F. FULL NAME, ADDRESS, AND RELATIONSHIP OF NOK-(PRIMARY AND SECONDARY).
- G. NOTIFICATION OF NOK (PRIMARY - NOTIFIED BY GALVESTON POLICE, SECONDARY WILL BE NOTIFIED BY PRIMARY NOK AT THEIR REQUEST - INITIAL NOTIFICATION BY THIRD PARTY DOES NOT RELIEVE CG OF RESPONSIBILITY OF ALSO ACKNOWLEDGING DEATH AND PERFORMANCE OF CACO DUTIES).
- H. BOARD OF INVESTIGATION (YES OR NO).
- I. RECORD OF EMERGENCY DATA (GIVE DATE SIGNED OR LATEST REVIEW).
- J. BENEFICIARY FOR DEATH GRATUITY (NAME AND ADDRESS).
- K. PAYMENT OF DEATH GRATUITY (YES OR NO) (AMOUNT PAID/DATE PAID).
- L. SERVICEMEN'S GROUP LIFE INSURANCE.
  1. WHETHER OR NOT A PARTICIPANT IN SGLI PROGRAM, AMOUNT OF COVERAGE AND DEDUCTIONS MADE.
  2. BENEFICIARY AND SETTLEMENT OPTION DESIGNATED BY INSURED ON VA FORM SERVICEMEN'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE, SGLV-8286. IF NONE, SO STATE.

Encl. (1) COMDTINST M1770.1C

3. WHETHER OR NOT PARTICIPANT WAS IN AN AWOL STATUS OF  
30 DAYS OR MORE AT ANY TIME SINCE LAST ENLISTMENT.

- M. BENEFICIARY FOR PAY AND ALLOWANCES (NAME AND ADDRESS).
- N. PAY INFORMATION (BASE PAY - YRS, MOS, DAYS SERVICE IF KNOWN).
- O. MARITAL STATUS OF RETIRED MEMBER (IF APPLICABLE).
- P. THIRD PARTY LIABILITY.

BT

ABSTRACT OF RIGHTS AND BENEFITS

Soon you will be receiving a letter from the Commandant of the Coast Guard for survivors of Active Duty members and the Commanding Officer, Pay and Personnel Center, Topeka, KS for survivors of retirees, providing you with full information concerning your benefits and available assistance. That letter will contain all the forms and instructions necessary for you to receive the rights and benefits to which you are entitled. This abstract contains partial information regarding those benefits. It should be pointed out, however, that not all the rights and benefits listed herein apply to all cases. The Coast Guard stands ready and willing to assist you in any way you desire and should you need additional information or help of any sort please contact

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(Name, telephone number of CACO and nearest

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CG unit including telephone number which will be responsible in rendering assistance to NOK.)

Primary and Secondary Funeral Expenses. Most funeral directors have, or have access to, Government contracts and are fully cognizant of services provided at Government expense. If the deceased died while on active duty, the Coast Guard will assume custody and arrange for preparation and encasement at Government expense if you so desire. Your wishes as to services or other details will be strictly followed. If you desire to make the initial arrangements, the Government will reimburse you or will pay direct upon receipt of the bills. In either case, the Government will pay an amount equal to the cost, as if a Government contract has been utilized. If a Government contract was not available the sum cannot exceed \$1750.00. This is for Primary Funeral Expenses only and covers preparation, encasement, and transportation of the remains. The transportation of remains under Primary Funeral Expenses covers any transportation cost involved in transporting the remains from one city to another. Hearse hire for local transportation may be paid also.

Interment in Private Cemetery. In addition to the above expenses, you are also entitled to an allowance not to exceed \$3100.00 if burial is made in a private cemetery. This allowance covers expenses incurred for usual and customary services such as hearse hire, transportation for immediate relatives to cemetery, undertaker's expenses, clergy services, cost of single grave site, opening and closing a grave.

Interment in a National Cemetery. Should you desire the remains interred in a National Cemetery and desire the remains viewed in that city, an amount not to exceed \$2000.00 may be allowed. This allowance covers the funeral director's expense in the city where the National Cemetery is located. It will cover local transportation of remains and funeral parlor arrangements. Should you desire to have the remains shipped direct to a National Cemetery, an amount not to exceed \$110.00 may be allowed. This

Encl. (2) to COMDTINST M1770.1C

allowance covers items such as floral tributes, obituary notices, telegrams, telephone calls, etc.

Transportation of Dependents. Some family member are now authorized round-trip travel and transportation allowances to attend burial ceremonies of the Coast Guard relative who dies while serving on active duty for a period of more than 30 consecutive days. Family members eligible for this entitlement are the members spouse and children under 21 years of age. Refer to Joint Travel Regulations, Volume 1, Chapter 7, Part K, concerning details on travel entitlements, transportation allowances and travel for children under 21, stepchildren, and illegitimate children.

Memorial Services. If memorial services are held for members declared dead (body not recovered), an amount not to exceed \$1390.00 may be allowed.

Cremation of Remains. Should you desire to have the remains cremated, the Coast Guard will assist in the arrangements. If you incur the expense of cremation, an amount within the limits of the Primary and Secondary allowance will be paid by the Government.

Escort. An escort may be provided to accompany the remains to place of burial at Government expense. The escort may be a relative, civilian friend, or a service person. If you desire a relative or friend to escort the remains, the Coast Guard will not provide an escort. The civilian escort will be reimbursed for travel expenses and will be entitled to a per diem allowance in accordance with current regulations.

Burial at Sea. If you desire burial at sea, the Commander of the appropriate Coast Guard District will make arrangements directly with you or your authorized representative.

Headstones and Markers. If the remains are interred in a National Cemetery, a headstone or marker will be furnished without application. An application must be submitted to the Department of Veterans Affairs for a headstone (or marker) to mark the grave in a private cemetery. Application must be made on VA form 40-1330.

Death Gratuity. Death gratuity is a sum equal to 6 months' base pay of the deceased to be paid to a surviving lawful spouse; if none, to a child, if none, to parents or finally brothers and sisters. Regardless of the sum of the monthly pay of the deceased, you will be paid not less than \$800.00 nor more than \$3000.00. However, effective 2 August 1990, death gratuities are temporarily increased from \$3000.00 to \$6,000.00 for deaths resulting from injury of illness incurred during the Persian Gulf Conflict or during the 180 day period beginning at the end of the Persian Gulf Conflict. The death does not have to be in connection with Operation Desert Storm. This entitlement is payable only to survivors of active duty personnel or reservists performing active duty for training, or inactive duty training, or to dependents of retirees when the member dies within 120 days after retirement.

Death Certificate. It will be necessary for you to submit a certified copy of the death certificate for entitlement to any benefits. This death certificate may be obtained from (the local county/state officials in whose jurisdiction death occurred.) The Casualty Assistance Calls Officer will assist you in obtaining sufficient copies of the death certificate. The Coast Guard can issue a death certificate only if the service member was lost at sea and the remains were not recovered.

Accrued Pay and Allowances. All accrued pay and allowances found due on the date of the member's death will be paid to the beneficiary or beneficiaries named to receive such amounts.

Unnegotiated Checks. All unnegotiated United States Government checks drawn to the order of the decedent representing retired pay must be returned with your claim for reimbursement.

Retired Serviceman's Family Protection Plan (RSFPP) or Survivor Benefit Plan (SBP). The Retired Serviceman's Family Protection Plan and the Survivor Benefit Plan were established by law as a voluntary survivorship annuity plan under which members of the Armed Forces, after their own death in retirement, could provide income for their widows and eligible children. If the deceased member elected this protection and if the deductions have been made from monthly checks, you will receive the proper forms to make application for your annuity.

Uniformed Services Identification Cards. You will be receiving an application to renew your Identification Card(s) inasmuch as the card(s) you may now have in your possession are no longer valid. The new card(s) will entitle you to medical care, commissary, and exchange privileges, if authorized.

Veterans Administration Benefits.

1. Dependency and Indemnity Compensation. Dependency and Indemnity Compensation is payable only for service-connected deaths and is payable to the beneficiary. The amount is based on the pay grade of the deceased. An additional amount for each child is also authorized.
2. Burial Allowances. Payment not to exceed \$300.00 is paid by the Veteran's Administration toward a retired veteran's burial expense when a deceased veteran:
  - a. Was in receipt of pension or compensation (or would have been in receipt of compensation but not for the receipt of military retirement pay): or
  - b. Had an original or reopened claim for pension or compensation pending at the time of death and has been found entitled to benefits from a date prior to date of death: or



CACO CHECK-OFF/INFORMATION SHEET

NAME, GRADE/RATE OF DECEASED \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_

STATUS-ACTIVE DUTY, RESERVE,  
RETIRE, DEP, OTHER \_\_\_\_\_

CAUSE OF DEATH \_\_\_\_\_

PLACE OF DEATH \_\_\_\_\_

DATE/TIME OF DEATH \_\_\_\_\_

NEXT OF KIN - NAME, ADDRESS, TELEPHONE NO. \_\_\_\_\_

COAST GUARD UNIT TO WHICH LAST ASSIGNED - IF ACTIVE DUTY \_\_\_\_\_

DISTRICT OFFICE - TELEPHONE NO. \_\_\_\_\_

NAME/ADDRESS OF FUNERAL HOME - NAME OF CONTACT \_\_\_\_\_

LOCATION OF REMAINS \_\_\_\_\_

LOCATION OF FUNERAL/DATE/TIME \_\_\_\_\_

LOCATION OF BURIAL \_\_\_\_\_

ESCORT - YES/NO - MILITARY/CIVILIAN - NAME \_\_\_\_\_

FUNERAL FLAG - HONORS AT FUNERAL \_\_\_\_\_

PERSONAL EFFECTS - LOCATION/DISPOSITION \_\_\_\_\_

DEATH CERTIFICATES \_\_\_\_\_

HEADSTONE AND PRIVATE MONUMENT \_\_\_\_\_

MISCELLANEOUS INFORMATION:

Encl. (2) to COMDTINST M1770.1C

- c. Died while traveling under prior authorization or while properly hospitalized.

In addition to the foregoing, in the case of a veteran eligible for burial allowance and not buried in a National Cemetery, an amount not in excess of \$150.00 may be paid for a plot or interment allowance. In lieu of the foregoing expenses, when a veteran dies of a service-connected disability, a sum not to exceed \$1500.00 is allowed for burial and funeral expenses. If the member was on active duty at the time of death, this allowance is not paid, as the Coast Guard will pay funeral and burial expenses. To receive a burial allowance, it is necessary that you complete VA Form 21-530, "Application for Burial Benefits" and submit it to the Veteran's Administration.

- 3. United States Government Life Insurance and National Service Life Insurance. The Veterans Administration receives premiums and maintains beneficiary designation of United States Government Life Insurance and National Service Life Insurance up to and including \$10,000. If the deceased had GI Insurance, the Veterans Administration will provide the forms that are necessary for applying for the proceeds of such insurance.

Servicemen's Group Life Insurance. The Servicemen's Group Life Insurance provides up to \$100,000 coverage for all members of the Armed Forces unless they had declined coverage or elected a lesser amount in writing. If the deceased had coverage under this program at the time of death, the Coast Guard will send you the necessary forms to make application for the proceeds. The Office of Servicemen's Group Life Insurance will make payment upon receipt of the application form.







